

Rule 1.1      Licensure Requirements for Nursing Home Administrators

A.      Licensure Requirements

From and after July 1, 2012, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he or she:

- (1)      Is at least twenty-one (21) years of age;
- (2)      Is of good moral character.
- (3)      Is in good health
- (4)      Meets one of the following educational and/or experiential requirements for licensure:
  - (a)      Has sixty-four (64) semester hours of academic college work from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3 is made or received by the Board. For the purpose of meeting the educational requirements of this paragraph, quarter hours will be converted into semester hours by the current standard conversion rate according to Institutions of Higher Learning (IHL);
  - (b)      Has an associate degree from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3 is received by the Board;
  - (c)      Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

or

Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

- (d) For the purposes of licensure, the academic program must be accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA).

(5) Causes:

- (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
- (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks must have been performed on the applicant within six (6) months immediately prior to the filing of the Administrator-in-Training Program Application or the Endorsement Application or a new criminal record check shall be required.

(6) Meets one of the following clinical requirements –

- (a) Has completed the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3;

or

- (b) Has completed a Board approved Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National Association of Long-Term Care Administrator Board (NAB) Program Approval through the Academic Approval process,

- (7) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (8) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course

with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.

- (9) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators examination at the then current passing score.
- (10) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3.H and
- (11) Has met all of the requirements required by Section 73-17-11 of the Mississippi Code of 1972, as amended.

B. Applicants for Licensure by Individuals Licensed in Other States

- (1) An individual licensed in good standing as a nursing home administrator in another state may qualify for licensure as a nursing home administrator if his or her educational, training and administrative experience are equal to or exceeds the requirements specified in Rule 1.1.A.(1) – (6) of Chapter 1, Part 2703 of these Rules and Regulations, and has passed both the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators State examination at the then current passing score.
- (2) The Board, subject to the law pertaining to the licensing of nursing home administrators may at its discretion, endorse a nursing home administrator license issued by the proper authorities of any other state, upon payment of the biennial license fee, the application fee and all other applicable fees prescribed in Rule 1.3.H. of Chapter 1, Part 2701, and submission of evidence satisfactory to the Board that:
  - (a) The applicant ~~can~~ provides satisfactory evidence of completion of at least a 1,040 hour A.I.T. program in the State of original license, or provide satisfactory evidence of completion of an A.I.T. Program as specified in Rule 1.3.B. of Chapter 1, Part 2703;
  - (b) Applicant must be entering employment in a Mississippi long-term health care facility;
  - (c) Applicant must have successfully passed the NAB Exam with the then current passing score of the date of his or her initial license;
  - (d) Applicant successfully passed the Mississippi State Board of Nursing Home Administrators State Exam within sixty (60) days after Board approval;

- (e) Applicant has not had a license revoked or suspended in any state from which he or she has received a nursing home administrator license; and
- (3) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an individual applying for a Mississippi nursing home administrator license who meets the following conditions:
- (a) Submits supporting documentation showing that he or she meets the licensing requirements found in Rule 1.1.B. of Chapter 1, Part 2703 and pays all required fees;
  - (b) Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;
  - (c) Submits a formal request, along with the Application, documenting the circumstances that created the need for a temporary permit, as well as the temporary permit fee.
  - (d) Submits satisfactory proof from each state board that has issued him or her a nursing home administrator license at any time in the past:
    - (i) that there has been no formal discipline taken against the license;
    - (ii) that the applicant received an acceptable NAB Exam Scale score with the then current passing score of the date of his or her initial license;
    - (iii) that the applicant either successfully completed a 1,040 hour A.I.T. Program, or provide satisfactory evidence of completion of an A.I.T. Program as specified in Rule 1.3.B of Chapter 1, Part 2703.
  - (e) In no case shall a temporary permit be issued to an individual for a period longer than three (3) months.
  - (f) In no case shall an individual nursing home facility be administered by a nursing home administrator holding a “temporary permit” for more than three (3) months in one (1) calendar year.
- (4) Under a declared state of emergency lawfully declared by either Federal, State or Local government, an administrator who holds a

valid license in good standing in another state, may be eligible to work as the administrator of record in a Mississippi nursing home facility after he or she submits to the Board office:

- (a) a picture I.D.;
- (b) proof of a current nursing home administrator license which is valid and in good standing in another state;
- (c) a completed 1 page Application designed for this purpose;

The authority to work under these emergency conditions will be for a maximum period of sixty (60) days.

C. Burden of Proof for Licensure Applicants

It is the responsibility of the applicant to demonstrate that he or she meets the requirements for licensure set forth in *Mississippi Nursing Home Administrators Law of 1970*, as amended, and the Rules and Regulations of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.2      Application(s)

A. Administrator-in-Training (A.I.T.) Application

An applicant for the A.I.T. Program shall file a written or electronic application, on the forms prescribed and furnished by the Board, pay all applicable fees, and furnish evidence satisfactory to the Board that he or she has met all licensure requirements as specified in Rule 1.1.A.(1) – (6) of Chapter 1, Part 2703 of these Rules and Regulations. The application form is available from the Board office or the Board website.

The applicant shall submit to the Board the following:

- (1) satisfactory proof of age, which must accompany the application;
- (2) letters from three (3) references, who shall certify to the good moral character of the applicant, and shall be from individuals who have engaged in either business or professional work with the applicant, but shall not be related by blood or marriage;
- (3) a statement, which must accompany the application from the applicant's physician as to the health of the applicant, specifically, his or her physical ability to perform the duties of a nursing home administrator;

- (4) a finished unmounted recent photograph of himself or herself for identification. This photograph must be attached to the application, must not be less than 2" x 3" in size and must be signed by the applicant on the back;
- (5) a transcript, bearing the official seal of the educational institution, which must be submitted to the Board office directly from the institution, for the purpose of documenting successful completion of college credits by the applicant;
- (6) if applicable, a signed statement from the applicant's current nursing home administrator describing the duties the applicant has performed, the number of employees he or she has supervised, and any other information concerning the applicant's work experience for at least the past two (2) consecutive years immediately prior to making application with the Board.
- (7) payment for the current application fee in the amount set forth on the application to cover the costs associated with processing the application. The fee which is non-refundable, must accompany the A.I.T. application.
- (8) Satisfactory proof that:
  - (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
  - (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks must have been performed on the applicant within six (6) months immediately prior to the filing of the Administrator-in-Training Program Application or the Endorsement Application or a new criminal record check shall be required.

- (9) if the applicant has at any time held a certification or license, he or she must provide satisfactory proof that no formal discipline has been taken against any and all of those certifications or licenses.
- (10) a completed Certificate of Employment form and A.I.T./ Preceptor Agreement form, or proof of completion of an equivalent A.I.T. program in Long Term Care Administration from an academic institution as stated

in Part 2703, Chapter 1, Rule 1.1A.(6)(b). The appropriate document must accompany the application.

**B. Endorsement Application**

An applicant for licensure by Endorsement shall file a written or electronic application on forms prescribed and furnished by the Board, pay the applicable fees, and furnish evidence satisfactory to the Board that he/she has met all licensure requirements specified in subsections (1) – (6) of Rule 1.1.

Rule 1.1.B(1) – (2) and in subsections (1) – (9) of Rule 1.2.A. of Chapter 1, Part 2703.

The applicant shall also furnish the Board with:

- (1) satisfactory proof that the applicant completed an A.I.T. Program as specified in Rule 1.3.B., Chapter 1, Part 2703;
- (2) satisfactory proof of a current nursing home administrators license in at least one (1) other state and that there has been no formal discipline taken against any license in any state the applicant has held a license;
- (3) satisfactory proof that the applicant is employed or will become employed in a Mississippi nursing home. The applicant shall attach to the application a completed Certificate of Employment form; and
- (4) satisfactory proof of the applicant's NAB Examination Score which must consist of a Scale Score of at least 113.

**C. Temporary Permit Application**

An applicant requesting a temporary permit in the state of Mississippi shall file a written or electronic application on forms provided by the Board, pay the applicable fees, and furnish evidence satisfactory to the Board that he or she has met all licensure requirements specified in subsections (1) – (6) of Rule 1.1.A., Rule 1.1.B.(1) – (3), subsections (1) – (9) of Rule 1.2.A., Rule 1.2.B.(1) – (4) of Chapter 1, Part 2703 of these Rules and Regulations. The applicant must furnish the Board with a written explanation, with supporting documentation, that clearly justifies why the temporary permit is needed.

**D. Applications for Licensure**

After compliance with all of the requirements of Rule 1.1.A., B., and/or C., as applicable, of Chapter 1, Part 2703, the applicant shall file with the Board a written or electronic Application for Licensure, signed under penalty of perjury, on the form prescribed by the Board and provide such other information as the Board may require. Only complete applications shall be presented to the Board

for approval. A complete application shall include all information requested on the form, the applicable fee(s), and all materials required by the Board for verification that the applicant meets all licensure requirements.

The basic requirements for suitability set forth herein above are to be considered minimal and may not be waived.

- E. The Board may designate a time and place at which an applicant may be required to present himself for inquiry as to his suitability as provided for herein.

The applicant shall be required to meet all the requirements of this and all other applicable laws and rules as prerequisite to sitting for the examinations as identified in Part 2703, Chapter 1, Rule 1.5.

All application fees are non-refundable and must accompany all applications at the time of filing with the Board. No applications will be considered until the applicable fees are paid.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (d)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

### Rule 1.3 Administrator-in-Training Programs

Applicants who seek licensure as a Nursing Home Administrator must meet one of the following program requirements:

- A. Administrator-in-Training (A.I.T.) and Preceptor Program
  - (1) Administrator-in-Training
    - (a) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed by the facility and engaged as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet. Upon approval by the Board or its designee, the A.I.T. Program may be extended by up to two (2) months.
    - (b) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. If due to no fault of the A.I.T., his or



her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours). The A.I.T. and the former Preceptor must also submit a letter to the Board that clearly explains the reason(s) why the individual can no longer serve as the A.I.T.'s Preceptor.

- (c) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (d) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.
- (e) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he or she has received training and experience consistent with guidelines established by the Board.
- (f) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification, Mississippi Department of Health.
- (g) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.
- (2) Preceptor
  - (a) The Preceptor must hold a Nursing Home Administrator license in Mississippi and have three (3) consecutive years experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility immediately prior to serving as a Preceptor; must have completed Board-approved training for certification as a preceptor in Mississippi; and currently must be certified as a preceptor by the Board.\* For licensed Administrators who have worked under a Temporary Permit, the three

years will be calculated beginning the effective date of the temporary permit.

A Nursing Home Administrator will also be considered for preceptorship who has direct management responsibility over one or more nursing homes for the three-year period of time set forth above; has completed Board-approved training for certification as a preceptor in Mississippi; and currently is certified as a preceptor by the Board.\*

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending. The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

\*Note: Preceptor Certification training is offered annually by the Board for nursing home administrators eligible to serve as preceptors in Mississippi. Preceptor certification is for a period of two (2) years and is renewable biennially, as long as other criteria are met.

- (b) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. The preceptor must be readily available to assist and answer questions at least eight (8) hours per week and available at least by telephone at all other times. The preceptor may be off the premises for limited periods of time for conferences, vacancies and similar events but still must be available by phone, not to exceed an average of more than one day per week.
- (c) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.

The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be received in the Mississippi

Board's office within fifteen (15) calendar days of the completed training period. Any required form or report which is received in the Board's office thirty (30) days after the end of the applicable reporting period will result in the internship being terminated.

- (d) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (e) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.A.(2) If his or her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.

B. Administrator-in-Training Program (Endorsement). An Applicant who applies for licensure by endorsement must provide proof of one of the following:

- (a) The applicant must provide the Board with verification that he or she has completed at least a 1,040 hour A.I.T. program in the State from which he or she is licensed; or
- (b) The applicant must provide the Board with ten (10) years of verified full-time qualifying experience as a licensed Nursing Home Administrator in a licensed nursing home in the state(s) from which he or she seeks endorsement; or
- (c) The applicant must provide the Board with two (2) years out of the past three (3) years of verified experience as a licensed Nursing Home Administrator in a licensed nursing home in the state(s) from which he or she seeks endorsement. The three (3) years must be immediately prior to the date on which the application is filed with the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), and (g)*(Rev. 2008).

Rule 1.1      Licensure Requirements for Nursing Home Administrators

A.      Licensure Requirements

From and after July 1, 2012, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he or she:

- (1)      Is at least twenty-one (21) years of age;
- (2)      Is of good moral character.
- (3)      Is in good health
- (4)      Meets one of the following educational and/or experiential requirements for licensure:
  - (a)      Has sixty-four (64) semester hours of academic college work from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program prescribed by ~~Rule~~ Part 2703, Chapter 1, Rule 1.3 is made or received by the Board. For the purpose of meeting the educational requirements of this paragraph, quarter hours will be converted into semester hours by the current standard conversion rate according to Institutions of Higher Learning (IHL);
  - (b)      Has an associate degree from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3 is received by the Board;
  - (c)      Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

or

Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

- (d) For the purposes of licensure, the academic program must be accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA).

(5) Causes:

- (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
- (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks must have been performed on the applicant within six (6) months immediately prior to the filing of the Administrator-in-Training Program Application or the Endorsement Application ~~the application for the Administrator-in-Training Program~~ or a new criminal record check shall be required.

(6) Meets one of the following clinical requirements –

- (a) Has completed the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3;

or

- (b) Has completed a Board approved Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National Association of Long-Term Care Administrator Board (NAB) Program Approval through the Academic Approval process,

- (7) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (8) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course

with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.

- (9) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators examination at the then current passing score.
- (10) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3.H and
- (11) Has met all of the requirements required by Section 73-17-11 of the Mississippi Code of 1972, as amended.

B. Applicants for Licensure by Individuals Licensed in Other States

- (1) An individual licensed in good standing as a nursing home administrator in another state may qualify for licensure as a nursing home administrator if his or her educational, training and administrative experience are equal to or exceeds the requirements specified in Rule 1.1.A.(1) – (6) of Chapter 1, Part 2703 of these Rules and Regulations, and has passed both the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators State examination at the then current passing score.
- (2) The Board, subject to the law pertaining to the licensing of nursing home administrators may at its discretion, endorse a nursing home administrator license issued by the proper authorities of any other state, upon payment of the biennial license fee, the application fee and all other applicable fees prescribed in Rule 1.3.H., of Chapter 1, Part 2701, and submission of evidence satisfactory to the Board that:
  - (a) ~~The A.I.T. period may be waived if~~ The applicant ~~can~~ provides satisfactory evidence of completion of at least a 1,040 hour A.I.T. program in the State of original license, ~~or applicant shall have had two (2) years experience out of the past three (3) years as a long-term health care facility administrator~~ or provide satisfactory evidence of completion of an A.I.T. Program as specified in Rule 1.3.B. of Chapter 1, Part 2703;
  - (b) Applicant must be entering employment in a Mississippi long-term health care facility;
  - (c) Applicant must have successfully passed the NAB Exam with the then current passing score of the date of his or her initial license;

- (d) Applicant successfully passed the Mississippi State Board of Nursing Home Administrators State Exam within sixty (60) days after Board approval;
  - (e) Applicant has not had a license revoked or suspended in any state from which he or she has received a nursing home administrator license; and
- (3) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an individual applying for a Mississippi nursing home administrator license who meets the following conditions:
- (a) Submits supporting documentation showing that he or she meets the licensing requirements found in Rule 1.1.B. of Chapter 1, Part 2703 and pays all required fees;
  - (b) Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;
  - (c) Submits a formal request, along with the Application, documenting the circumstances that created the need for a temporary permit, as well as the temporary permit fee.
  - (d) Submits satisfactory proof from each state board that has issued him~~/~~or her a nursing home administrator license at any time in the past:
    - (i) that there has been no formal discipline taken against the license;
    - (ii) that the applicant received an acceptable NAB Exam Scale score with the then current passing score of the date of his or her initial license;
    - (iii) that the applicant either successfully completed a 1,040 hour A.I.T. Program, or ~~he or she has been licensed and working as a long-term health care facility administrator for at least two (2) out of the three (3) years immediately prior to applying.~~ provide satisfactory evidence of completion of an A.I.T. Program as specified in Rule 1.3.B of Chapter 1, Part 2703.
  - (e) In no case shall a temporary permit be issued to an individual for a period longer than three (3) months.
  - (f) In no case shall an individual nursing home facility be

administered by a nursing home administrator holding a “temporary permit” for more than three (3) months in one (1) calendar year.

- (4) Under a declared state of emergency lawfully declared by either Federal, State or Local government, an administrator who holds a valid license in good standing in another state, may be eligible to work as the administrator of record in a Mississippi nursing home facility after he or she submits to the Board office:

- (a) a picture I.D.;
- (b) proof of a current nursing home administrator license which is valid and in good standing in another state;
- (c) a completed 1 page Application designed for this purpose;

The authority to work under these emergency conditions will be for a maximum period of sixty (60) days.

C. Burden of Proof for Licensure Applicants

It is the responsibility of the applicant to demonstrate that he or she meets the requirements for licensure set forth in *Mississippi Nursing Home Administrators Law of 1970*, as amended, and the Rules and Regulations of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.2      Application(s)

A. Administrator-in-Training (A.I.T.) Application

An applicant for the A.I.T. Program shall file a written or electronic application, on the forms prescribed and furnished by the Board, pay all applicable fees, and furnish evidence satisfactory to the Board that he~~/~~ or she has met all licensure requirements as specified in Rule 1.1.A.(1) – (6) of Chapter 1, Part 2703 of these Rules and Regulations. The application form is available from the Board office or the Board website.

The applicant shall submit to the Board the following:

- (1) satisfactory proof of age, which must accompany the application;
- (2) letters from three (3) references, who shall certify to the good moral character of the applicant, and shall be from individuals who have engaged



in either business or professional work with the applicant, but shall not be related by blood or marriage;

- (3) a statement, which must accompany the application from the applicant's physician as to the health of the applicant, specifically, his/or her physical ability to perform the duties of a nursing home administrator;
- (4) a finished unmounted recent photograph of himself or herself for identification. This photograph must be attached to the application, must not be less than 2" x 3" in size and must be signed by the applicant on the back;
- (5) a transcript, bearing the official seal of the educational institution, which must be submitted to the Board office directly from the institution, for the purpose of documenting successful completion of college credits by the applicant;
- (6) if applicable, a signed statement from the applicant's current nursing home administrator describing the duties the applicant has performed, the number of employees he/or she has supervised, and any other information concerning the applicant's work experience for at least the past two (2) consecutive years immediately prior to making application with the Board.
- (7) payment for the current application fee in the amount set forth on the application to cover the costs associated with processing the application. The fee which is non-refundable, must accompany the A.I.T. application.
- (8) Satisfactory proof that:
  - (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
  - (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks must have been performed on the applicant within six (6) months immediately prior to the filing of the Administrator-in-Training Program Application or the Endorsement Application ~~the application for the Administrator in Training Program~~ or a new criminal record check shall be required.

- (9) if the applicant has at any time held a certification or license, he~~/~~ or she must provide satisfactory proof that no formal discipline has been taken against any and all of those certifications or licenses.
- (10) a completed Certificate of Employment form and A.I.T./ Preceptor Agreement form, or proof of completion of an equivalent A.I.T. program in Long Term Care Administration from an academic institution as stated in Part 2703, Chapter 1, Rule 1.1A.(6)(b). The appropriate document must accompany the application.

#### B. Endorsement Application

An applicant for licensure by Endorsement shall file a written or electronic application on forms prescribed and furnished by the Board, pay the applicable fees, and furnish evidence satisfactory to the Board that he/she has met all licensure requirements specified in subsections (1) – (6) of Rule 1.1.A(1) – (6), Rule 1.1.B(1) – (2) and in subsections (1) – (9) of Rule 1.2.A.(1) – (8) of Chapter 1, Part 2703.

The applicant shall also furnish the Board with:

- (1) satisfactory proof that the applicant completed an six-month (1,040 hour) A.I.T. Program as specified in Rule 1.3.B., Chapter 1, Part 2703 ~~prior to receiving his/her original nursing home administrator license;~~
- (2) satisfactory proof of a current nursing home administrators license in at least one (1) other state and that there has been no formal discipline taken against any license in any state the applicant has held a license;
- (3) satisfactory proof that the applicant is employed or will become employed in a Mississippi nursing home. The applicant shall attach to the application a completed Certificate of Employment form; and
- (4) satisfactory proof of the applicant's NAB Examination Score which must consist of a Scale Score of at least 113.

#### C. Temporary Permit Application

An applicant requesting a temporary permit in the state of Mississippi shall file a written or electronic application on forms provided by the Board, pay the applicable fees, and furnish evidence satisfactory to the Board that he~~/~~ or she has met all licensure requirements specified in subsections (1) – (6) of Rule 1.1.A.(1) – (6), Rule 1.1.B.(1) – (3), subsections (1) – (9) of Rule 1.2.A.(1) – (9), Rule 1.2.B.(1) – (4) of Chapter 1, Part 2703 of these Rules and Regulations. The applicant must furnish the Board with a written explanation, with supporting documentation, that clearly justifies why the temporary permit is needed.

D. Applications for Licensure

After compliance with all of the requirements of Rule 1.1.A., B., and/or C., as applicable, of Chapter 1, Part 2703, the applicant shall file with the Board a written or electronic Application for Licensure, signed under penalty of perjury, on the form prescribed by the Board and provide such other information as the Board may require. Only complete applications shall be presented to the Board for approval. A complete application shall include all information requested on the form, the applicable fee(s), and all materials required by the Board for verification that the applicant meets all licensure requirements.

The basic requirements for suitability set forth herein above are to be considered minimal and may not be waived.

- E. The Board may designate a time and place at which an applicant may be required to present himself for inquiry as to his suitability as provided for herein.

The applicant shall be required to meet all the requirements of this and all other applicable laws and rules as prerequisite to sitting for the examinations as identified in Part 2703, Chapter 1, Rule 1.5.

All application fees are non-refundable and must accompany all applications at the time of filing with the Board. No applications will be considered until the applicable fees are paid.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (d)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.3 Administrator-in-Training Programs

Applicants who seek licensure as a Nursing Home Administrator must meet one of the following program requirements:

A. Administrator-in-Training (A.I.T.) and Preceptor Program

(1). Administrator-in-Training

- (a+) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed by the facility and engaged as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet. Upon approval by the Board or its designee, the A.I.T. Program may be extended by up to two (2) months.

- (b2) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his/ or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. If due to no fault of the A.I.T., his/ or her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours). The A.I.T. and the former Preceptor must also submit a letter to the Board that clearly explains the reason(s) why the individual can no longer serve as the A.I.T.'s Preceptor.
- (c3) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (d4) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.
- (e5) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he/ or she has received training and experience consistent with guidelines established by the Board.
- (f6) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification, Mississippi Department of Health.
- (g7) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.

~~B.~~ (2) \_\_\_\_\_ Preceptor

- (a1) The Preceptor must hold a Nursing Home Administrator license in Mississippi and have three (3) consecutive years experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility immediately prior to serving as a Preceptor; must have completed Board-approved training for certification as a preceptor in Mississippi; and currently must be certified as a preceptor by the Board.\* For licensed Administrators who have worked under a Temporary Permit, the three years will be calculated beginning the effective date of the temporary permit.

A Nursing Home Administrator will also be considered for preceptorship who has direct management responsibility over one or more nursing homes for the three-year period of time set forth above; has completed Board-approved training for certification as a preceptor in Mississippi; and currently is certified as a preceptor by the Board.\*

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending. The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

\*Note: Preceptor Certification training is offered annually by the Board for nursing home administrators eligible to serve as preceptors in Mississippi. Preceptor certification is for a period of two (2) years and is renewable biennially, as long as other criteria are met.

- (b2) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his/ or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. The preceptor must be readily available to assist and answer questions at least eight (8) hours per week and available at least by telephone at all other times. The preceptor may be off the premises for limited periods of time for conferences, vacancies and similar events but still must be available by phone, not to exceed an average of more than one day per week.

- (c3) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.

The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be received in the Mississippi Board's office within fifteen (15) calendar days of the completed training period. Any required form or report which is received in the Board's office thirty (30) days after the end of the applicable reporting period will result in the internship being terminated.

- (d4) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (e5) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.B.(1)-A.(2) If his/ or her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.

B. Administrator-in-Training Program (Endorsement). An Applicant who applies for licensure by endorsement must provide proof of one of the following:

- (d) The applicant must provide the Board with verification that he or she has completed at least a 1,040 hour A.I.T. program in the State from which he or she is licensed; or
- (e) The applicant must provide the Board with ten (10) years of verified full-time qualifying experience as a licensed Nursing Home Administrator in a licensed nursing home in the state(s) from which he or she seeks endorsement; or
- (f) The applicant must provide the Board with two (2) years out of the past three (3) years of verified experience as a licensed Nursing Home Administrator in a licensed nursing home in the state(s) from which he or she seeks endorsement. The three (3) years must be immediately prior to the date on which the application is filed with the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), and (g)*(Rev. 2008).